



Quick Start Guide To:

How to Add a New User

Logging In to the Account Manager

- Go to <http://www.swiftpage.com/site/accountmanager.htm> and enter the Account Name and Account Password

- Click on the Manage Current Service Level button up top

- Add a new user by clicking on the Add User button in the lower left corner of the table

(Tip – if you need to purchase a new user, do so on the page before you hit Manage Current Service Level.)

- Follow all of the prompts after clicking Add User and be sure to allocate their Send Limit and you are done

- If you are an ACT! user, you can select whether or not your User's have access to the orange E icon and email or whether or not they have access to the Snapshot tab

(Tip – If you want your marketing department to be the only ones to have access to creating and sending emails, check only their boxes that say Email under ACT!. If you want your sales team to be the only ones with access to the Snapshot sales tools, give only them a check mark in the Snapshot boxes.)